

Regional Animal Control District

Serving the Towns of
Lebanon, Franklin, Bozrah, Lisbon & Sprague

Mailing Address: 1 Main St., P.O. Box 677, Sprague, CT 06330

Emergency Calls: 800.236-1987

Pound Address: 34 Goshen Hill Road, Lebanon, CT 06249 **Routine Calls:**
860.642-6379

Regional Animal Control District Board of Directors

Special Meeting

Tuesday June 7th, 2011 – 10:30 AM

Lebanon Town Hall Conference Room

MINUTES

- 1.0 The meeting was called to order by Chairman Rich Matters at 10:35 AM. All Directors were in attendance.
- 2.0 Recognition of Visitors: 21 visitors in audience
- 3.0 Moved by Sparkman/Ballinger to approve the minutes of the April 1, 2011 meeting. Vote: Yes, unanimous
Moved by Sparkman/Osten to approve the minutes of the April 28, 2011 meeting. Vote: Yes, unanimous
Moved by Osten/Okonuk to approve the minutes of the May 12th, 2011 meeting. Vote: Yes (4)
Abstain (1) motion carried
- 4.0 No action required.
- 5.0 Members received update from Treasurer Cathy Osten re all outstanding invoices and year-to-date expenses and income. At present, there is still over \$6,000 unexpended but regular operating expenses for the month of June and a few outstanding invoices will need to be subtracted from that amount. Cathy stated there should still be sufficient funds available to purchase a used vehicle for the ACO. Moved by Sparkman/Okonuk to accept the Treasurer's Report as presented. Vote: Yes, unanimous
- 6.0 No changes to budget.
- 7.0 Rich Matters recommended amending the wording in the Kennel Maintainer job description to read that there would be one cleaning, watering and feeding per day required when the kennel is occupied. Moved by Okonuk/Sparkman to approve the job description for the Kennel Maintainer as amended. Vote: Yes, unanimous
- 8.0 Edward's Answering Service report for the month of May reflected the following calls: 4 weekend, 2 night and 7 day calls for the entire month – indicating low level of activity with the Service. Directors wish to have the ACO submit a brief monthly report for the Directors to review each month (prior to meeting) – nothing elaborate – if he initiates the daily call log that Cathy provided on an Excel spreadsheet, he then could take the totals for the month and just submit that data. At this point he should have the log and mileage submittals all being managed on Excel and

submitted monthly to the Chairman and Town of Sprague on-line. The ACO was not present at the meeting but reported through Joyce that everything was fine in the day-to-day operation.

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- 9.0 Members briefly reviewed the proposed Roaming Dog Ordinance which will need to be brought to town meeting in each community for approval as early as possible this summer. This new Ordinance should provide the Regional Pound with additional local revenue. These fees will be in addition to any existing state fees. Moved Sparkman/Osten to approve the Roaming Dog Ordinance as presented and present to each town's respective Town Meeting for approval. Vote: Yes, unanimous
- 10.0 Approximately two meetings ago members discussed concerns re how to handle dogs that were unadoptable either due to severe medical conditions or dangerous behavior. As part of the inclusion of this matter in the Policy Manual, Rich stated the proposed policy on euthanasia mirrors the Humane Society policy in this regard. He read a portion of the Humane Society policy aloud. Cathy reminded those in attendance that the Directors are responsible to their respective residents and have been open and public about all policies—this one included. Directors are all pet owners—and are not interested in euthanizing animals. This matter must be put on the agenda, however, as we need to develop policies. Joyce expressed her outrage at the fact that a pound employee would bring this matter to the newspaper and the public and create a wide-spread concern about a policy that is no different than what is presently the practice. Each individual town and the Regional Pound has a history of keeping animals for months trying to find them proper homes and most certainly takes the matter of euthanasia seriously. Rich stated that before his town was part of the regional pound, Franklin, Bozrah & Sprague shared the same pound and they also operated as a “no kill” shelter. Nothing has changed with the Regional Pound. Moved by Ballinger/Osten to adopt the Euthanasia Policy as presented. Motion withdrawn as policy is part of the general Policy Manual and will be acted upon all inclusively later in the meeting.
- 11.0 Much discussion took place between Directors in response to a request by the ACO to provide him with direction re financial limits and guidance re incurring expenses for emergency veterinarian care. It was the Board's collective opinion that the Policies Manual will state the ACO is authorized to seek medical treatment of any ill or injured animal and is required to authorize the treatment of such animal as recommended the Veterinarian. If the initial treatment recommended by the Vet is challenged by the ACO, then the ACO must bring the issue to the Board Chairman for approval prior to seeking any additional medical care for the animal.
- 12.0 Acted on during #7 above.
- 13.0 ACO Michael Murphy has expressed concerns about transporting sick and rabid animals in his personal vehicle and especially the exposure that issue, coupled with the wear and tear on the vehicle, is not being compensated by the mileage reimbursement and risk of sickness from the animals in his vehicle. Rich has been working with Petrofsky Auctioneers to locate a suitable vehicle (perhaps station wagon where back seat could be removed to hold kennel). Auction coming up end of June and Rich will preview to see if any appropriate. He may utilize the expertise of town public works mechanics to check out any vehicle he feels worthy of a bid. Moved by Ballinger/Sparkman to authorize the payment of up to \$2,500 from the Regional Animal Control Budget for the purchase of a used vehicle for the Animal Control Officer. Vote: Yes, unanimous

At present Cathy (Sprague) handles the payroll/payables/worker's comp for the District; Tom (Lisbon) offered to contact his insurance carrier to insure and register vehicle; routine maintenance (oil changes, etc.) could be handled on a rotating basis by the public works mechanics in Bozrah, Lebanon, and Franklin; major repair could be done by those three

departments with the cost of parts from Regional operating budget; vehicle purchase would be through Regional operating budget. Vehicle must be housed at the Animal Pound or at a public building located within one of the five towns in the District.

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- 14.0 Rich stated another catch pole was missing – Joyce reported the exterior doors have had the locks replaced as there was concern by staff that someone had been coming into the pound. Joyce coordinated the painting and rehab of the pound with the Alternative Incarceration Program – facility came out very nice.
- 15.0 Moved by Ballinger/Sparkman to adopt the written policies as presented. Vote: Yes, unanimous
- 16.0 Nothing new to report from ACO.
- 17.0 Executive Session
Moved by Ballinger/Sparkman to adjourn to Executive Session at 11:36 AM for the purpose of discussing pending litigation. Vote: Yes, unanimous
Returned to Regular Session at 11:40 AM. No action.
- 18.0 Moved by Matters/Osten to adjourn the meeting at 11:41 AM. Vote: Yes, unanimous

Respectfully submitted,

Joyce R. Okonuk
Secretary